

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
OCTOBER 31, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 31, 2001 at 2:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

INTRODUCTION

Mr. Johnson welcomed the committee members to the teleconference and took attendance. There was some discussion about who would and would not attend the Interim Meeting.

REVIEW OF PREVIOUS MINUTES

The minutes from the teleconference held on October 3, 2001 were reviewed. Corrections to e-mail addresses will be made. The minutes were approved as amended.

MOBILE LAB ACCREDITATION

Larry Penfold summarized the issue that the Transition Committee has asked this Committee to consider: the differences between content of Chapter 4.0, which states that laboratories applying for accreditation may be fixed-base or mobile, and Chapter 6.2.2.a, which states that all labs seeking accreditation must apply through their home state. Chapter 4.0.b makes reference to mobile labs that operate much as their parent labs, within the fixed state, and Chapter 4.0.c to labs that have different quality programs and/or operate in other states. Larry is proposing to expand language in Chapter 6.2.2.a to make similar distinctions, coinciding to what is currently in Chapter 4. After much discussion without any resolution, it was recommended to have 6.2.2.a as an agenda item for the Interim Meeting. It was noted, however, that if emissions testing becomes part of NELAC, the proposed language to Chapter 6 will also affect the stack testers. It was suggested to insert "as primary accrediting authority" at the end of last sentence. Larry Penfold will make this revision.

SECONDARY ACCREDITATION REQUIREMENTS

The Transition Committee is looking at secondary accreditation requirements and Ilona Taunton sent an e-mail asking this Committee to consider the following question: The Standard (6.2.1.a) states that only the current certificate of accreditation should be reviewed by the secondary Accrediting Authority, but then Section 6.2.1.e gives procedures for a secondary Accrediting Authority to follow if they note any potential nonconformance with the NELAC Standard. How can they determine any nonconformance if no other information may be requested by the secondary Accrediting Authority?

Or what additional information did the Chapter 6 committee expect the secondary Accrediting Authority to receive that would allow them to assess nonconformance? After some discussion on these two sections, it was agreed that this Committee has no problems with these sections as they currently read. Louis Johnson will notify Ilona Taunton of the Committee's discussion: yes, you can ask for additional information but you can only base your certification on what the primary Accrediting Authority certified the lab for. However, if the secondary Accrediting Authority finds a problem with the lab, they must notify the primary Accrediting Authority of that problem. It was recommended to bring this question to the Accrediting Authorities Work Group for their discussion and input, as they are directly affected by this issue. This Committee will then act upon the Work Group's comments. It was also determined not to have this item on the agenda at the Interim Meeting.

CHAPTER 6

Scott Hoatson will do a redline and strikeout of the changes made to the terms "evaluation" and "assessment" in Chapter 6. Also, as "recognition" needs to be changed to "reciprocity", Scott will ascertain whether or not this has been done.

QUALITY ASSURANCE PLAN DOCUMENT FOR NELAP

Louis Johnson requested that all members review the draft document he sent out prior to October 3 and send him any questions, comments and/or corrections. This will then be discussed at the next teleconference. Also to be discussed will be the subject of SOP's and whether any exist that should be added to the list.

AGENDA ITEMS FOR NELAC 7i

Agenda items for NELAC 7i are:

- QMP Document
- Standard Operating Procedures (SOP) and need to develop more SOP's
- Concerns regarding Mobile Laboratories (Section 6.2.2 a)

NEW BUSINESS

Louis Johnson will work on plans for a dinner on Wednesday, December 5, 2001.

FUTURE TELECONFERENCES

The next teleconference will be November 14, at 2:30 p.m. EST. The meeting originally scheduled for November 28 will be canceled.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:30 EST.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
OCTOBER 31, 2001**

Item No.	Action	Date to be Completed
1.	Larry Penfold will insert “as primary accrediting authority” at the end of last sentence to his proposed language for Chapter 6.	ASAP
2.	Mr. Johnson will bring to the Work Group the issue of secondary accreditation requirements.	11/6/01
3.	Scott Hoatson will a red line and strikeout of the changes made to the terms evaluation and assessment in Chapter 6. He will also ascertain whether or not recognition has been changed to reciprocity.	ASAP
4.	The draft QAP document should be reviewed and any questions, comments and/or corrections should be sent to Louis Johnson.	ASAP
5.	Louis Johnson will work on dinner plans for December 5, 2001.	ASAP

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
OCTOBER 31, 2001**

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